

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

TRANSPORTATION BUDGET AND POLICY ANALYST - LEAD

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Central Budget Office of the Department of Transportation which function as the primary Budget and Policy Analyst/project leader for one of the following three major program areas: (1) Transportation Revenues (which has diverse complex budget sources totaling more than \$1 billion annually), (2) State Highway Program (which has complex planning and implementation schedules, more than 2,000 positions and expenditures of \$700 million annually), and (3) Transportation Aids Programs (which has 18 programs, complex budget formulae, and a budget of approximately \$600 million annually). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional positions located within the Central Budget Office of the Department of Transportation which function as the primary Budget and Policy Analyst/project leaders for one of the following three major program areas: (1) Transportation Revenues, (2) State Highway Programs, and (3) Transportation Aids Programs. Positions in this classification are responsible for policy analysis, issues management, program planning, policy and procedure input and development, and budget development within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Central Budget Office of the Department of Transportation or positions which do not function as Budget and Policy Analysts for one of the following three major program areas: (1) Transportation Revenues, (2) State Highway Programs, and (3) Transportation Aids Programs.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

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Positions allocated to this classification are located within the Central Budget Office of the Department of Transportation and function as the primary Budget and Policy Analyst/project leader for one of the following three major program areas: (1) Transportation Revenues, which has diverse and complex budget sources totaling over \$1 billion annually; (2) State Highway Programs which have complex planning and implementation schedules, 2,000 positions, and expenditures of \$700 million annually; and (3) Transportation Aids Programs, which has 18 programs, complex budget formulae, and appropriations of approximately \$600 million annually. These positions serve as the lead staff position in support of the Secretary's Office decision-making for the subject area assigned. These positions are assigned the most technically complex budget and policy analysis program areas with statewide impact which cross programmatic and divisional lines of authority and must possess a high degree of knowledge of programs and functions of the assigned areas. On behalf of the Secretary's Office, these positions function as lead staff applying advanced level skills in the areas of policy analysis, communication, organizational, program evaluation, fiscal and legislative analysis necessary for the development, communication and implementation of complex biennial and annual operating budgets and related policy issues. Positions develop, lead and participate in budget and policy analysis, communication and problem-solving involving key transportation policy, finance, and service division issues. Positions are responsible for monitoring issues and operations to identify problems or needs and to organize processes and strategies for developing recommendations on alternatives and actions for the Office of Policy and Budget, the appropriate Division, or the Secretary's Office. Positions serve as a resource and program area expert for other departmental units, executive management and other state and local agencies. These positions are responsible for preparing accurate and concise policy communications for the Secretary's Office in response to requests from the Governor, Legislators and significant constituent groups, frequently under tight deadlines.

Positions allocated to this classification function as primary analysts and project leaders for other central or division Budget and Policy Analysts in their assigned program area; consult directly with the DOT Secretary regarding budget and policy matters in these program areas; and speak authoritatively for the Secretary on budget matters involving their assigned program area. The primary analysts/project leaders are responsible for the budgets of the most dynamic transportation programs in the state which have an impact on a very large segment of Wisconsin's population, affect more than one division's operations within DOT, and require complex budget appropriations.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

The Transportation Budget and Policy Analyst - Lead classification was created effective July 7, 1996 and announced in Bulletin CC/SC-54. The classification was created because the agency needed a new class to identify central office budget and policy analysts which function as project leaders over three specific program areas.